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# U. S. VOLUNTEER SERVICE MANUAL.

BY

CAPT. JOHN BORDMAN, JR.

624

1899

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# U. S. VOLUNTEER SERVICE MANUAL,

BY

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BATTERY A, 1ST HEAVY ARTILLERY M. V. M.

(LATE CAPT. 1ST MASS. H. ART. U. S. V.)

---

AUTHOR OF

DRILL MANUAL FOR NON-COMMISSIONED OFFICERS; GUARD MANUAL, INCLUDING OUTPOSTS AND RECONNOITERING PATROLS;  
SUBMARINE MINES, THEIR ATTACK AND DEFENCE; PREPARATION FOR FIELD SERVICE.

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1899.

BARTLETT PUBLISHING CO.,  
BOSTON.

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## INTRODUCTION.

Experience with the United States Volunteers in service during the past summer developed many weaknesses in the preliminary instruction and preparation of the National Guard. None of these weaknesses were, however, more marked, than the utter unfamiliarity of the officers with the official returns and blank forms, which they were required to fill out and send forward. Indeed, to this lack of knowledge of how, and where, to make proper application for essential and badly needed supplies, may be traced much of the suffering and privations which the volunteers underwent, and which, owing to the possession of this same knowledge, the men of the regular service to a considerable degree, avoided.

Again, no one save the officers directly concerned knows of the trouble, delay, and extra work, occasioned by errors and mistakes in filling out the periodic returns required by the Adjutant General's Department. And yet all this should have been foreseen. Although there is nowhere a more intelligent set of men than those holding commissions in our National Guard, they could not have been expected, under stress of service in the field, to properly select and fill out the many complicated returns, entirely new and strange to them, which often occasion trouble to the organizations of the regular service, in time of peace. It is with a view to preventing a recurrence of these unfortunate experiences, that the accompanying work has been prepared.

An effort has been made to reduce to a uniform size all the blanks and forms which a company commander has occasion to prepare and forward.

The general appearance and arrangement has been preserved, the reduction in size, where necessary, being obtained by omission in the numbers of columns of articles enumerated, and never by a change in form. Thus it is hoped that an officer becoming acquainted with the forms as here displayed will feel at home when the originals are placed in his hands. It has however been necessary to reduce, in size, comparatively few forms and as a whole they appear exactly as in the originals.

Individual ideas will supply methods of securing the best results from the use of the book. My own idea however, is, that its use will be of greatest value in schools of instruction for officers and non-commissioned officers, and in the classes of our military colleges. Here, under the supervision of an instructor, each officer or student may be required to fill out correctly each blank in turn, taking as a basis either the current strength of his own company or that of a supposed organization taken as an example. When completed each has always in his possession a correct model from which to refresh his memory or to which he may in future refer,—the whole in a convenient form for preservation.

The preparation of the matter has involved considerable labor but the need of some available source through which to become acquainted with these matters, and which might prevent untold annoyance in future, led me to undertake it, and now to submit it to your consideration.

Feeling that the work is one in which all are interested, suggestions as to its development will be gladly received.

J. B. JR.

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**1ST MASS. HEAVY ARTILLERY, U. S. VOL. 8.**

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**CAMBRIDGE, MASS.**

All officers, non-commissioned officers, and others that may be concerned in the preparation of this roll, are enjoined to exercise every care that it be made complete. When filed in the Adjutant General's Office it will become the record to which reference will thereafter be made in the investigation and settlement of all claims or questions affecting officers and men whose names are borne on the roll, and their heirs, for the period covered by it.



## INSTRUCTIONS FOR THE PREPARATION OF MUSTER ROLLS.

All officers and enlisted men are to be taken up on the rolls from the date of receipt of notice of their enlistment by competent authority, whether they have yet joined or not. Care should be taken to have names of soldiers and dates of enlistment correct. Men of different regiments or branches of the service should not be borne on one roll.

- a. The use of dots and of the word "ditto" is prohibited.
- b. Under the head of "Remarks" must be carefully stated opposite the name of the person concerned:
  - a. The date when any assignment takes effect, with No., date, etc., of order therefor;
  - b. The date that any officer or enlisted man joins, whether originally or from any absence, and if originally the source of gain;
  - c. The date an officer assumes or is relieved from any command;
  - d. The description of any special or extra duty on which any officer or enlisted man has been employed, with the dates on which he entered upon and was relieved from such duty, and the Nos., dates, etc., of orders;
  - e. All changes of rank or grade, with dates of same, and Nos., dates, etc., of orders;
  - f. All authorized stoppages, fines, sentences, with Nos., dates, etc., of orders;
  - g. All cases of absence, the nature and commencement of, and periods authorized for same, with Nos., dates, etc., of orders; and this must be repeated on every roll while such absences continue; and in case of absence or detached service, sick, or in confinement, the place of absence must be set forth;
  - h. All cases of sickness, injuries, or wounds and whether or not contracted while in the performance of some duty;
  - i. All cases of confinement; and when by civil authority the nature of the offenses, whether prisoners have been held for trial, tried, or discharged without trial, and, when tried, whether acquitted or convicted, with dates, etc.;
  - k. Everything else necessary to account fully for every individual, so as to insure justice to him and to the United States.

In noting stoppages to be made for losses of or damage to public property, the amounts due for ordnance, for quartermaster's supplies, etc., will be separately stated in gross amount for each. (See A. R. 1300 and Cir. No. 13, A. G. O., 1893.) Charges for transportation and subsistence while traveling will be made as prescribed in Cir. No. 15, A. G. O., 1892.

Additional pay, due under secs. 1216 and 1285, Revised Statutes, acts of Feb. 9, 1891 (26 Stat. 737) and Mar. 29, 1892 (27 Stat. 12) will be thus noted: "For certificate of merit, \$2 per month;" reenlisted pay due under sec. 3, act of May 15, 1872, thus: "Entitled to reenlisted pay." The date of change in the rate of pay on account of continuous service will be noted in the column of Remarks on the roll covering the period in which the change occurred, thus: "3d year commenced——," "6th year commenced——," etc., and repeated on succeeding rolls until paid. Under the heading "Year of continuous service," will be entered the year of continuous service in which the period covered by this roll terminates.

The names of those belonging to the command will be immediately followed by those of the officers and enlisted men who have ceased to belong to it since last bimonthly muster. These will be classed in the following order, viz: Discharged, transferred, died, retired, deserted, dropped; and the utmost particularity will be observed in the remarks concerning them; dates and places will in every case be given; and Nos., dates, etc., of orders, or description of authority, be always carefully specified. When soldiers are retained in service beyond the period for which they were enlisted, as shown by the date of their enlistments, the causes of such retention must be stated. The names of soldiers discharged and reenlisted, or who have deserted and have joined from desertion since last bimonthly muster, must be placed both in the body of the roll and under the appropriate headings as having been discharged,

having deserted, etc. The place and date of the return (see A. R. 131) of an alleged deserter, and whether he surrendered or was apprehended, will be stated on every roll until he has been tried by court-martial, or returned to duty by competent authority (see A. R. 132) when the date, place, and source of the order announcing his return to duty or the result of the trial will be carefully noted. The restoration to duty without trial of a deserter by competent authority, i.e., the commander who would have been authorized to direct his trial, entailing the imposition of the forfeitures and stoppages prescribed by Army Regulations can be ordered only in case the desertion is admitted, and must not be confused with the removal by the order of such a commander or the War Department, of a charge of desertion erroneously entered on the rolls against a soldier, such removal operating to relieve him from any and all stoppages to which he may have been subjected on account of his supposed desertion.

7. The remark "discharge and final statements given" will be made opposite to the name of every discharged soldier to whom such papers have actually been given. The character given on the discharge will be noted on the roll (see A. R. 128).

8. Upon the transfer, desertion, death, discharge, or retirement of a soldier, or when dropped under 20th Article of War, his account will be fully stated, the balance for clothing due the United States or due the soldier, all stoppages and charges and all credits for retained pay, detained pay, or deposits, will be entered upon the roll.

a. Should a soldier who has deserted be returned to the service the same data that appeared on the rolls after desertion should appear on the first rolls after his return and upon all subsequent rolls until a settlement of his accounts shall have been made by a paymaster; but if no settlement should be made by a paymaster, owing to the soldier's dishonorable discharge, a separate statement of the new account opened with the soldier at date of apprehension or surrender should also be given in addition and with no reference to the statement made at date of desertion.

9. For Regulations concerning settlement of a soldier's clothing account see A. R. 1180-1185.

10. Under the heading "Last paid" should be entered the name of the paymaster who last paid a balance to the soldier and the date to which this payment settled his account.

11. The ruled columns must not be used for purposes other than as stated in these notes or indicated in the printed headings.

12. One line only will be used for the record of the date, stoppages, and remarks pertaining to a member of the command, unless the length of the remarks shall require additional space; and, in any case, the interval between a name and the one preceding it must not be greater than necessary.

13. Actions in which the company, battery, troop, or any portion of it has been engaged, scouts, marches, changes of station, everything of interest relating to the discipline, efficiency, or service of the command, will be minutely and carefully noted, with dates, places, distances marched, etc.; and also names of men who took part in scouts or actions in which the command was not engaged.

14. Corrections on muster rolls, after muster and before they have been forwarded to Washington, will only be made with the approval of the mustering officer. Retained rolls will not be changed until authority therefor has been obtained from the Adjutant General.

15. Books of tactics, instructions, etc., and blank forms which have been superseded by others, will not be accounted for on this roll.

16. Within three days after each bimonthly muster, the mustering officer will transmit to the Adjutant General, U. S. Army, a copy of the muster roll of each company, battery, troop, or detachment. A duplicate of the muster roll will be retained. Blanks will be supplied from the Adjutant General's Office, and will be accounted for on the muster rolls.

17. This roll will not be used to muster detachments.

## MUSTER ROLL of Captain

, (.....), of the

(Colonel.....), from the..... day of

NO.	NAMES. PRESENT AND ABSENT. (Commissioned and Non-commissioned Officers according to rank. <i>Privates</i> in alphabetical order.)	RANK.	ENLISTED.				NAMES. PRESENT.
			WHEN.	WHERE.	BY WHOM.	PERIOD. YEARS.	

Regiment of \_\_\_\_\_, Army of the United States,  
189 , to the day of . 189 .



All officers, noncommissioned officers, and others that may be concerned in the preparation of this roll, are enjoined to exercise every care that it be made complete. It is not only the guide for immediate payment of the troops interested, but, when filed in the Treasury Department, it will become the record to which reference will thereafter be made in the investigation and settlement of all claims or questions affecting officers and men whose names are borne on the roll, and their heirs, for the period covered by it.

## INSTRUCTIONS FOR THE PREPARATION OF PAY ROLLS.

1. All officers and enlisted men are to be taken up on the rolls from the date of receipt of notice of their assignment by competent authority, whether they have yet joined or not. Care should be taken to have names of soldiers and dates of enlistment correct. Men of different regiments or branches of the service should not be borne on one roll.

2. The use of dots and of the word "ditto" is prohibited.

3. Under the head of Remarks must be carefully stated opposite the name of the person concerned—

a. All changes of rank or grade, with dates of same, and Nos., dates, etc., of orders.

b. All authorized stoppages, fines, sentences, with Nos., dates, etc., of orders.

c. All cases of absence of enlisted men without leave, and inclusive dates of the same. (See A. R. 133.)

d. All cases of confinement by civil authority, and whether such prisoners have been held for trial, tried, or discharged without trial, and, when tried, whether acquitted or convicted, with dates, etc.

e. Everything else affecting the pay of every enlisted man, so as to insure justice to him and to the United States.

4. In noting stoppages to be made for losses or of damage to public property, the amounts due for ordnance, for quartermaster's supplies, etc., will be separately stated in gross amount for each. (See A. R. 1390 and Cir. No. 13, A. G. O., 1895.) Charges for transportation and subsistence while traveling will be made as prescribed in Cir. No. 15, A. G. O., 1892.

5. Additional pay, due under secs. 1216 and 1285, Revised Statutes, acts of Feb. 9, 1891 (26 Stat. 737) and Mar. 29, 1892 (27 Stat. 12) will be thus noted: "For certificate of merit, \$2 per month;" re-enlisted pay due under sec. 3, act of May 15, 1872, thus: "Entitled to re-enlisted pay." The date of change in the rate of pay on account of continuous service will be noted in the column of Remarks on the roll for the month in which the change occurred, thus: "3d year commenced —," "6th year commenced —," etc., and repeated on succeeding rolls until paid.

6. The names of those belonging to the command will be immediately followed by those of the officers and enlisted men who have ceased to belong to it since last muster for pay. These will be classed in the following order, viz.: Discharged, transferred, died, retired, deserted; and the utmost particularity will be observed in the remarks concerning them; dates and places will in every case be given; and Nos., dates, etc., of orders, or description of authority, be always carefully specified. When soldiers are retained in service beyond the period for which they were enlisted, as shown by the date of their enlistments, the causes of such retention must be stated. The names of soldiers discharged and re-enlisted, or who have deserted and have joined from desertion since last muster for pay, must be placed both in the body of the roll and under the appropriate headings as having been discharged, having deserted, etc. The place and date of the return (see A. R. 131) of an alleged deserter, and whether he surrendered or was apprehended, will be stated on every roll until he has been tried by court-martial, or returned to duty by competent authority (see

A. R. 132), when the date, place, and source of the order announcing his return to duty or the result of the trial will be carefully noted. The restoration to duty without trial of a deserter by competent authority, i. e., the commander who would have been authorized to direct his trial, entailing the imposition of the forfeitures and stoppages prescribed by Army Regulations can be ordered only in case it is admitted, the desertion and must not be confused with the removal, by the order of such a commander or the War Department, of a charge of desertion erroneously entered on the rolls against a soldier, such removal operating to relieve him from any and all stoppages to which he may have been subjected on account of his supposed desertion.

7. The remark "discharge and final statements given" will be made opposite to the name of every discharged soldier to whom such papers have actually been given. The character given on the discharge will be noted on the roll.

8. Upon the transfer, desertion, death, discharge, or retirement of a soldier, his account will be fully stated, the balance for clothing due the United States or due the soldier, all stoppages and charges and all credits for retained pay, detained pay, or deposits, will be entered upon the roll.

a. Should a soldier who has deserted be returned to the service, the same data that appeared on the rolls after desertion should appear on the first rolls after his return and upon all subsequent rolls until a settlement of his accounts shall have been made by a paymaster; but if no settlement should be made by a paymaster, owing to the soldier's dishonorable discharge, a separate statement of the new account opened with the soldier at date of apprehension or surrender should also be given in addition and with no reference to the statement made at date of desertion.

9. For Regulations concerning settlement of a soldier's clothing account (see A. R. 1180-1185.)

10. Under the heading "Last paid" should be entered the name of the paymaster who last paid a balance to the soldier and the date to which this payment settled his account.

The officer who prepares this roll should not attempt to settle the account of a soldier by striking a balance between his undrawn pay and indebtedness to the United States, this being the duty of the paymaster, when all dues can be collected and a balance paid to the soldier, or of the accounting officers of the Treasury, when such collection cannot be made on account of the soldier's desertion or discharge.

11. The ruled columns must not be used for purposes other than as stated in these notes or indicated in the printed headings.

12. One line only will be used for the record of the data, stoppages, and remarks pertaining to a member of the command, unless the length of the remarks shall require additional space; and, in any case, the interval between a name and the one preceding it must not be greater than necessary.

13. Three copies of this roll will be made, two for the paymaster and one to be retained with the command.

## PAY ROLL of

from the ..... day of ..... , 19

No.	NAMES, PRESENT AND ABSENT.	RANK.	ENLISTED.		REMARKS.
			When.	Period, Years.	

I certify that this pay roll is made out as required by Army Regulations, and that the entries opposite each name are correct and just.

Capt.

Commanding Company

Station, .....  
Date, .....

Examined and approved,

Commanding Post.

I certify that I have this ..... mustered

the ..... , and find that all present and absent  
are accounted for in this pay roll as required by Army Regulations.

Inspector and Mustered Officer.

when last paid, to the

day of

, 19

LAST PAID.		YEAR OF CONTIN- UOUS SERVICE.	DUE UNITED STATES FOR—					PERIOD PAID FOR.		RATE PER MONTH.		TOTAL AMOUNT DUE.		AMOUNT OF STOPPAGES.		BALANCE PAID.		RECEIVED PAYMENT OF—	WITNESS.
By—	To—		Clothing.	Trans- port'n.	C. and G. E.	Q. M. Supplies	Subsist- ence.	Ordnance.	M'ths.	Days.	Dolls.	Doll.	Cts.	Doll.	Cts.	Doll.	Cts.		

RECEIVED of Major.....

Paymaster, U. S. Army ..... Dollars

cents, collected for subsistence stores.

I certify that I have witnessed the payment of this roll.

C. S.

Commanding

Voucher No. \_\_\_\_\_

*Paid.* \_\_\_\_\_

*Amount:* \_\_\_\_\_

*Collections:* \_\_\_\_\_

## PAY ROLL

OF

FOR THE MONTH OF

, 19

**TRIMONTHLY FIELD REPORT  
OF  
*Company***

This Form to be used by Companies.  
Changes in officers to be accounted for by name, giving  
date, place, cause, etc.  
Form also to be used as Field Morning Report when  
required.

## RECORD OF EVENTS.

(Give movements of Company, with dates, etc.)

卷之三

Commanding Company

79

YOR

MEMORANDA.

### *Station*

MEMORANDA.		PRESENT.		ABSENT.	
		HOURS.	CASUALTIES.	DUTY EQUIPPED.	PURSUANT FOR DUTY EQUIPPED.
	Guns.				GAIN.
	UNSERVABLE.				KILLED.
	SERVICABLE.				WOUNDED.
	OTHER CAUSES.				MISSED.
	MISSING.				
	WOUNDS.				
	KILLED.				
	GAIN.				
	For Duty.				ON SPECIAL DUTY.
	On Extra Duty.				ON ARREST OR CONFINEMENT.
	SICK.				TOTAL.
	DESTITUTE MEN.				TOTAL.
	DEFECTIVE.				

PRESENT.		ABSENT.		PRESENT AND ABSENT.	
COMMISSIONED OFFICERS.	ENLISTED MEN.	COMMISSIONED OFFICERS.	ENLISTED MEN.	COMMISSIONED OFFICERS.	ENLISTED MEN.
For duty,				Captain,	
On special or daily duty,				First Lieutenants,	
Sick,				Second Lieutenants,	
In arrest or suspension,				Additional Second Lieutenants,	
TOTAL.		TOTAL.		TOTAL COMMISSIONED.	
For duty.		On detached service.		First Sergeant,	
On extra duty.		With leave.		Quartermaster Sergeant,	
On special duty,		Without leave,		Veterinary Sergeant,	
Sick,		Sick,		Sergeants,	
In arrest or confinement.		In arrest,		Corporals,	
TOTAL.		TOTAL.		Trumpeters,	
For duty.		On detached service.		Musicians,	
On extra duty.		With leave.		Farriers and Blacksmiths,	
On special duty,		Without leave,		Artificers,	
Sick,		Sick,		Saddlers,	
In arrest or confinement.		In arrest,		Wagoners,	
TOTAL.		TOTAL.		Privates,	

## ABSENT ENLISTED MEN, ACCOUNTED FOR BY NAME.

(All men absent at any time during the month will be reported under this head, but only those who may be absent on the last day of the month should be shown in figures. The nature, commencement, termination, and place of absence to be invariably stated.)

NO.	NAME.	RANK.	DATE.		WHERE.	DUTY OR CAUSE.
			FROM—	TO—		

## ALTERATIONS SINCE LAST MONTHLY RETURN.

MEMORANDA.

GAIN.

LOSS.

HORSES.

PIECES OF ARTILLERY.

## COMM'D OFFICERS.

## ENLISTED MEN.

## COMM'D OFFICERS.

## ENLISTED MEN.

By promotion or appointment.

By transfer.

Enlisted.

Gen. Rec. Service.

Reenlisted.

Spec. Rec. Service.

Enlisted.

Reenlisted.

By Transfer.

From Desertion.

## AGGREGATE.

Resigned.

Dismissed or cashiered.

Transferred or retired.

Killed in action.

Wounds in action.

Of disease, etc.

Died.

Discharged.

Died.

AGGREGATE.

Wounded in action.

Missing in action.

Serviceable.

Unserviceable.

Lost in action, died, etc.

Heavy.

Field.

Mountain.

## RECORD OF EVENTS.

NOTE 1.—Actions in which the company, or any portion of it, has been engaged; *scouts, marches, changes of stations, etc.*—*everything of interest relating to the discipline, efficiency, or service of the company, will be minutely and carefully noted, with date, place, distance marched, etc., etc.*

NOTE 2.—The name and rank of officers and soldiers *killed, missing, or wounded in action, with date and place*, will be accurately noted.

NOTE 3.—The number of horses, either public or private, lost in service, together with the date, place, and circumstances connected with said loss, and the name of the officer responsible for or owning the property, will be reported.

Station : \_\_\_\_\_

Date : \_\_\_\_\_

Commanding the Company.

## COMMISSIONED OFFICERS, present and absent, accounted for by NAME.

NOTE 4.—The date (with No., date, etc., of order) at which an officer is assigned or transferred to, joins or rejoins, the company assumes or is relieved from the command of it, or from any special duty, also all absence of whatever duration or cause, with authority therefor, and date of departure and return, to be stated against his name.

NOTE 5.—After the list of ABSENT officers will follow the record of those resigned, died, etc., or transferred from the company, with No., date, etc., of order, date, place, and in case of death, its cause.

NOTE 6.—Officers of other organizations, serving with, or attached to, the company for duty, will be borne in red ink at the foot of the list of officers (present or absent, as the case may be), but will not be included in the figures on the face of the return. The requirements of Notes 4 and 5 will also be observed in such cases.

ALTERATIONS SINCE LAST RETURN  
among the ENLISTED MEN.

## RETURN OF

Company (.....), Reg't of.....

For the month of....., 19.....

NO.	NAMES.	RANK.	REMARKS.
PRESENT.			
ABSENT.			

Official communications received from regimental headquarters during the month.

NATURE.	NO. OF ORDERS	DATE.	WHEN RECEIVED.	PURPORT.

(To be accounted for BY NAME, and classed in the same order as on the face of the return.)

NO.	NAMES.	RANK.	DATE.	PLACE.	REMARKS.

## FIELD RETURN OF

ORGANIZATIONS.	NUMBER OF REGIMENTS, NUMBER OF COMPANIES.	PRESENT.						ABSENT.	Present for duty equippd	REMARKS.
		Com. Officers.			Enlisted Men.					
		For duty.	Sick.	Total.	For duty.	Sick.	In arrest or confinement.	Total.	Com. Officers.	Enlisted Men.
TOTAL										

Station : .....

Date : .....

Commanding.

## FIELD RETURN

## COMMISSIONED OFFICERS PRESENT AND ABSENT ACCOUNTED FOR BY NAME.

OF

---



---



---

FOR

, 19

Post Office\_\_\_\_\_

Telegraph Station\_\_\_\_\_

This form will be used in compliance with Par. 795, Army Regulations, upon the establishment or evacuation of a post or temporary camp, and upon the temporary or permanent increase or reduction of a garrison, and a copy to be forwarded, at once, direct to the Department headquarters.

The location and post-office address of a new post or camp must be stated.

NO.	NAMES.	RANK.	Regiment and Company.	REMARKS.



## SPECIAL FIELD RETURN of...

**NOTE 1.**—When a post or station is garrisoned by *different regiments* or parts of different regiments, the troops will be reported on *separate lines* by *regiments*; but if of the same regiment, the troops will be reported by *companies*.

## ORGANIZATIONS.

*Station:* \_\_\_\_\_

*Date:* \_\_\_\_\_

commanded by



, for

, 19

## MEMORANDA.

## REMARKS.

## *Commanding*

## COMMISSIONED OFFICERS PRESENT AND ABSENT ACCOUNTED FOR BY NAME.

(1st Present. 2d Absent. Nature of absence only to be stated.)

NO.	NAMES.	RANK.	REGIMENT OR CORPS.	REMARKS.	GENERAL REMARKS AND RECORD OF EVENTS.

## SPECIAL FIELD RETURN

OF

FOR

, 189

This form will be used in compliance with Par. 795, Army Regulations, upon the establishment or evacuation of a post or temporary camp, and upon the temporary or permanent increase or reduction of a garrison, and a copy to be forwarded, at once, direct to the Adjutant General of the Army.

The location and post-office address of a new post or camp must be stated.

RETURN of Casualties in

action at

on

, 19

NO.	NAMES.	RANK.	CO.	REGIMENT OR CORPS.	NATURE OF CASUALTY.	ACTION OR ENGAGEMENT.		REMARKS.
						PLACE.	DATE.	

# RETURN OF CASUALTIES

TROOPS ENGAGED, RECORD OF EVENTS, ETC.

IN

ACTION AT

On \_\_\_\_\_, 19\_\_\_\_\_

## RECAPITULATION.

	Officers.	Enlisted Men.	
Killed .....	.....	.....	.....
Wounded .....	.....	.....	.....
Injured .....	.....	.....	.....
Missing .....	.....	.....	.....
Total .....	.....	.....	.....

This Return to be made in triplicate after the close of each action, by post, detachment, independent companies, independent battalions, regimental and district or brigade commanders, accounting for, by name and in figures, for all casualties.

This to be consolidated by Division, Corps, and Army or Department commanders in figures only, but each adding to its consolidated return the casualties, in figures and by name, of its own staff or detachment at their respective headquarters.

One copy (of all commands) to be sent to the immediate superior commander, one to be sent direct to the Adjutant General U.S.A., and one to be retained.

Station, .....

Date, ..... Commanding.

DESCRIPTION, PHYSICAL RECORD, AND ENLISTMENT.

## VOLUNTEERS.

Regiment..... Company (" " ).  
Name'..... Grade or rank.....  
Age:..... years. months. Height,..... feet..... inches. Complexion,.....  
Eyes,..... hair,..... Born at..... County of.....  
State of..... Occupation,..... Enrolled on the.....  
day of....., 19 , at..... in the State of.....  
for ..... years. Residence,.....  
Married or single,..... Name of wife, relative, guardian, or friend who is to be notified in case of emergency:.....  
Address of same:.....  
Previous military or naval service (not militia):.....  
Remarks:.....

## PHYSICAL RECORD.

Recruiting Officer.

<i>Personal marks:</i>	
<i>Chest: Expiration, inches.....</i>	<i>Weight, stripped..... lbs.</i>
<i>inspiration, inches.....</i>	<i>Files,.....</i>
<i>Rheumatism.....</i>	<i>Varicose veins,..... Varicocle,.....</i>
<i>Cough,.....</i>	<i>Hernia,..... Foot,.....</i>
<i>Eyes,.....</i>	<i>Hearing,..... Heart,..... Teeth,..... Previous sickness,</i>
<i>Remarks :</i>	

Examining Surveys

\*All defects discovered in the medical examination, not sufficient to reject, but which might be aggravated by the soldier's duties, will be here noted.

"I,....., do hereby acknowledge to have voluntarily enlisted this day of ..... 19 , as a **SOLDIER** in the **VOLUNTEER ARMY OF THE UNITED STATES OF AMERICA** for the period of two years unless sooner discharged by proper authority; and do also agree to accept from the United States such bounty, pay, rations, and clothing as are or may be established by law. And I do solemnly swear (or affirm) that I will bear true faith and allegiance to the United States of America, and that I will serve them honestly and faithfully against all their enemies whomever; and that I will obey the orders of the President of the United States and the orders of the officers appointed over me, according to the Rules and Articles of War.

[SEAL.]

Subscribed and duly sworn to before me this ..... day of ..... A. D. 19

*Renting Officer*

"NOTE.—The acknowledgement and oath will not be executed until the man has been accepted by the **Examining Surgeon**, nor in cases where a company is mustered in on a muster-in roll, as the same is subscribed to thereon.

Enrolled at ..... on

the ..... day of ..... 19

by .....

..... Regt. of .....

Volunteers.

### INSTRUCTIONS.

One of these papers will be prepared in the case of *all* recruits enrolled and will be forwarded to the Adjutant General of the Army in the following manner:

1. When recruits are mustered in with a company on a muster-in roll, it will accompany the latter when forwarded to the Adjutant General.
2. In cases of individual enlistments by recruiting officers, it will be forwarded on the 10th, 20th, and last days of each month, with the trimonthly reports of recruiting. When the recruits are forwarded to their organizations a descriptive and assignment card will be prepared and forwarded to the regimental or other commander in accordance with the instructions on the card.
3. In cases of rejected recruits a duplicate will be made. The Surgeon will note upon each the word "Rejected," stating the cause. The mustering officer will cause transportation to be furnished the recruit to the place of enrollment, and the duplicate will be the Quartermaster's authority for issuing the transportation and will be filed with his accounts. The original will be forwarded to the Adjutant General of the Army.

### CONSENT IN CASE OF MINOR.

"I,....., DO CERTIFY that I am the ..... of ..... ; and the said ..... is this ..... day of ..... Given at .....

years of age; and I do hereby freely give my CONSENT to his enlisting as a SOLDIER in the ARMY OF THE UNITED STATES for the period of TWO YEARS.

WITNESS:

....., this ..... day of ..... 19

# TO ALL WHOM IT MAY CONCERN.



Be it known, That in pursuance of authority in me vested  
by.....

(Give full reference to Orders or other authority.)

in FURLough is hereby granted to.....  
a..... Regiment of.....  
for the period from....., 19 , to.....  
19 , both days inclusive, with permission to go to.....  
The close of the last day of this FURLough  
at.....  
must find him with his.....  
or wherever it may then be.  
Attest.....  
Dated.....

Commanding Post.

Memorandum: This soldier was last paid to include....., 19 , the..... rations overstriven to be last ration to include....., 19 , to..... deducted from ration-return of....., 19 , to....., 19 , to.....

Commanding Co. .... Reg't .....

Note.—Failure to report proper station on the expiration of the Furlough works a forfeiture of any claim for commutation of rations for the period of the Furlough.

This paper will be preserved by the soldier for use in collecting commutation of rations, which will be paid by any Commendary having funds for the purpose, after the certificate on the first fold hereof has been duly executed.

SEE NOTE OTHER SIDE.

Subvoucher No. ....

COMMUTATION OF RATIONS paid by check.

TO

Voucher No. .... Abstract of Disbursements,

PERTAINING TO ACCOUNT CURRENT,

of ..... Lieut. ....  
Reg't of ..... Commissary, for .....  
..... , 19

No. .... on .....  
in favor of ..... or order,  
dated ..... , 19 . Amount, \$ .....  
..... , Commissary.

## FURLough

GRANTED

Co. .... Reg't .....  
From ..... , 19  
To ..... , 19

, 19

The within-named soldier reported for duty, as required by this furlough, on the day of ..... , 19 , or was discharged per Special Orders No. ....

Hldrs ..... , 19 , on the day of ..... , 19

The rations within reported as overdrawn were duly deducted from the ration-return referred to.

Commanding Co. .... Reg't of .....

NOTE.—The authority under which a furlough is granted (whether under Army Regulations or in pursuance of the orders of a superior) should be cited on the face of the furlough by the officer granting it. If the *word* for which the furlough is given is within the competency of the authority cited, no copy of the order is needed to accompany the furlough when presented to a disbursing officer for payment of commutation of rations; but if the *period* is manifestly beyond the competency of the authority cited, the furlough should, when presented for payment of commutation of rations, be accompanied by copies of all orders in pursuance of which it was given.

# Army of the United States.

## CERTIFICATE OF DISABILITY FOR DISCHARGE.

..... Regiment of ..... was enlisted by .....  
at ..... on the ..... day of ..... 19 .....,  
to serve ..... years; he was born in .....  
was ..... years of age, feet ..... inches high, .....  
hair, and by consultation w. .... Recommended for  
discharge on account of

Became unfit for duty from present disease or injury (date) .....  
Disease contracted or injury received (date and place) .....  
When disability arose soldier now (State duty or service) .....  
Cause of disease, or injury, in circumstances under which it developed was as follows:

Disability was or was not incurred in line of duty, (cross words not used.) (Above facts not known to Company Commander  
should be covered by certificates of officers or affidavits of enlisted men apprended hereto. If no information can be obtained in regard to them, so state here.)

Station: .....  
Date: ..... 19

Commanding.....

I certify that I have carefully examined the above-named soldier and find him incapable of performing  
the duties of a soldier because of (here state nature and anatomical location of disease or injury and how it incapacitates for duty)  
of duration is to cease of disability and if incurred in line of duty, based on history and findings of Dr. ....  
(If no information as to causes can be obtained, so state here.)

Length of time case has been under observation: .....  
In view of occupation, to what extent is he disabled from earning subsistence: .....

CERTIFICATE OF

**Disability for Discharge.**

IN THE CASE OF

a..... of .....

..... Reg't of .....

---

**Directions.**

This certificate will be made out in duplicate by the soldier's troop, battery, or company commander, or other officer commanding the separate detachment to which he belongs, and sent by him to the surgeon who has charge of the hospital where the soldier is sick. The surgeon will then fill out in his own handwriting and sign the surgeon's certificate, and forward these papers to the post commander.

These certificates, after having received the action of the highest authority to which they are required to be sent, will be returned through the same channel to the post commander, who will, if the discharge is authorized by the indorsement of the proper authority, sign the soldier's discharge and the last indorsement on this paper; see that the soldier is furnished with the proper final statements in duplicate, and forward both of these certificates direct to the Adjutant General United States Army, at Washington, D. C.; they will not, under any circumstances, be given into the hands of the soldier.

Descriptive List and Account of Pay and Clothing of \_\_\_\_\_, a. ...., of \_\_\_\_\_, Reg't of \_\_\_\_\_

DESCRIPTION.				WHERE BORN.		OCCU-PATION.	ENLISTED.			LAST PAID.		YEAR OF CON-TINUOUS SERVICE. (See Note 3.)	CLOTHING ACCOUNT.				
AGE OF ENLISTMENT.	HEIGHT.	COM-PLEXION.	EYES.	TOWN OR COUNTY.	STATE OR KINGDOM.		WHEN.	WHERE (Town and State.)	BY WHOM.	PERIOD.	BY PAY-MASTER.	TO WHAT TIME.	DAE OF LAST SETTLEMENT.	Due United States for clothing overdrawn at settlement.	Due soldier for clothing not drawn at settlement.	Value of clothing drawn since settlement.	
FEET. INCHES.																	

DUE SOLDIER.

For retained pay, Act of May 15, 1872 (see Note 2), (\$.....)

For retained pay, Act of June 16, 1890 (see Note 2), (\$.....)

For deposits, per detailed statement on other side, (\$.....)

For.....

NOTE.—If entitled to "Reenlisted Pay," or to increased pay for Certificate of Merit, the fact will be noted under head of Remarks (see Note 3).

DUE UNITED STATES.

For Ordnance and Ordnance Stores, (\$.....)

For Equipage, (\$.....)

For Quartermaster Supplies, (\$.....)

Other stoppages or fines (see Note 5),

REMARKS.

Previous service: .....

(See Notes 6, 7, and 9). . . . .

Noncommissioned officer: .....

.....

Marksmanship: .....

.....

Battles, engagements, skirmishes, expeditions, etc. (see Note 1): .....

.....

Wounds received in service (see Note 1): .....

.....

Medal of Honor (date and action for which granted): .....

.....

Married or Single, and name and residence of nearest relative or guardian: .....

.....

Character: .....

.....

Physical condition: .....

.....

Vaccination (see Note 8): .....

.....

Convictions by Court Martial: .....

.....

I certify that the above is a correct transcript from the records of.....

Station: .....

.....

Date: .....

.....



Commanding.....

## NOTES

1. Should the soldier have been engaged in battle or skirmish it must be mentioned, together with date and place. A full and particular mention will be made of any wounds he may have received in action, also of any other injury or disease, and whether contracted in the line of duty or not; also location of wound or injury.

2. The amount of retained pay due at date must be stated.

3. Additional pay due under Sections 1216 and 1285 Revised Statutes (Acts of Feb. 9, 1891, 26 Stat., 737; and March 20, 1892, 27 Stat., 12), will be thus noted: "For Certificate of Merit, \$2 per month;" reenlisted pay under Sec. 3, Act of May 15, 1872, thus: "Entitled to re-enlisted pay." Under the heading: "Year of continuous service" will be entered the year of continuous service in which the soldier is serving; and, under the head of "Remarks," will be noted the date when said year commenced.

4. The amount of any extra duty pay which may be due the soldier must be noted.

5. Stoppages for loss or damage done to arms or other public property must be noted, and the articles and particular damage to each specified. When stoppages are due under sentence of a Court-Martial, a transcript of the same must be entered, and the amount already stopped must be fully stated, with a reference to the General Order in each case.

**6.** In every case of *desertion*, the *date*, and that of *surrender* or *apprehension*, must be given, together with a correct transcript of the order of *sentence* or *pardon*, and amount of reward paid, if any.

7. When a soldier is discharged, or dies while in hospital or on detached service, his Descriptive List, if he has one, should be taken up by the officer furnishing Final Statements, indorsed by him with a full statement of the time for which he was allowed pay, CLOTHING ALLOWANCE, COUNT, and all other charges against him or in his favor, so as to comprise a complete exhibit of his account, and retained by the officer for his protection. (In case of death, the Final Statements and Inventories of Effects will be forwarded to the Adjutant General, Washington, D. C.) A true copy of the original Descriptive List will at once be sent to the company commander, notifying him of the soldier's discharge, or death, with the Indorsement made thereon as to date, place, cause, and character given on discharge, with charges, credits, etc., and the disposition of his effects, if dead, to enable him to enter all the data necessary to a full understanding of the soldier's account on the Muster Roll upon which the soldier's discharge or death is reported.

8. The date and result of the last vaccination of the soldier; or, if none has been made, a statement as to whether he is protected against smallpox by a previous attack, must be entered upon the Descriptive List.

9. The Pay Roll, or rolls upon which any pay may have been retained or detained under Court-Martial sentence, together with the several amounts so retained (expressed both in words and figures), must be accurately noted.

## DESCRIPTIVE LIST

AN

### Account of Pay and Clothing

6

a.....of.....

.....Regiment of.....

## **DEPOSITS**

## Final Statement of

Captain..... [.....] of the..... Regiment  
of....., born in....., in the State of.....  
aged (at enlistment)..... years,..... feet..... inches high,..... complexion,  
eyes,..... hair, and by occupation a..... on the..... day..... was enlisted  
by..... at..... to include the..... day....., nineteen hundred and..... years,  
(f.....), who is now discharged by reason of.....

The said.....

Pymaster.....

of....., nineteen hundred and....., and has pay due from that  
time to.....

## DUE SOLDIER.

For ..... years' continuous service, under Sec. 2, act Aug. 4, 1854,.....

For retained pay, act of May 15, 1872 (See note 8),.....

For retained pay, act of June 6, 1890 (See note 17),.....

For clothing not drawn in kind,.....

For deposits (the date and amount of each deposit to be stated. See notes 6 and 7).....

For pay detained under court-martial sentence (See note 7).....

ON M. AND P. ROLL FOR—	AMOUNT DETAINED.	ON M. AND P. ROLL FOR—	AMOUNT DETAINED.
.....	..... (\$.....)	.....	..... (\$.....)
.....	..... (\$.....)	.....	..... (\$.....)
.....	..... (\$.....)	.....	..... (\$.....)
.....	..... (\$.....)	.....	..... (\$.....)

## DUE UNITED STATES.

For clothing overdrawn..... (\$.....)  
For.....

Remarks:.....

I CERTIFY that the above Final Statement, given in duplicate at....., 189....., is correct.

Commanding.....

# FINAL STATEMENT

6F

a. \_\_\_\_\_ in \_\_\_\_\_

Regiment of \_\_\_\_\_

NOTE 1.—Duplicate final statements properly certified to by his immediate commander will be given with the discharge certificate, to every soldier upon his discharge from the service, (except prisoners in A. K. 1386,) and will be presented by the soldier to the paymaster if he pay due him. The payment made will be noted on the discharge certificate.

NOTE 2.—When a soldier is discharged, or dies while in hospital or on detached service, his descriptive list, if he has one, should be taken up by the commanding officer, and the same sent to him with full statement of the time for which he was allowed pay, CLOTHING ACCOUNT, and all other charges against him, or in his favor, so as to comprise a complete exhibit of his account, and retained by the officer for his future information. In case of death, the final statements and inventories of effects will be forwarded to the Adjutant General, understanding of the soldier's account, and cause and circumstances of death or discharge, on the muster-roll upon which the same is reported.

Where there are no effects inventories will be made out in blank, and forwarded, properly signed, with the final statements.

NOTE 3.—The transfer by an enlisted man of claim for pay due him on his final statements can only be recognized when made *after his discharge*, written, indorsed on the final statements, *signed* by the soldier and witnessed by a commissioned officer, when practicable, or by some other reputable person known to the paymaster. The person witnessing the transfer must deliver the discharge to the soldier, indorsing thereon the fact of the transfer, and the date of the transfer, and the letter that such indorsement has been made on the discharge.

NOTE 4.—If entitled to additional pay under act of August 4, 1854, for former services, or under Secs. 1216 and 1285, Revised Statutes, of June 22, 1874, for certificate of merit, and if entitled to re-enlisted pay under act of May 10, 1872, it should be noted on the final statements.

NOTE 5.—If a soldier has ever re-enlisted under act of August 4, 1854, he is entitled to re-enlisted pay even if years have elapsed before he again re-enlists.

NOTE 6.—On the discharge of a soldier, the date and amount (in words and figures) of each deposit will be entered upon his final statements, and his deposit-book will be taken up by the paymaster who made payment, and filed with his final statements. If the pay is forfeited by desertion, the amounts of the same will be entered on the final statements under the head of "Remarks," and the facts and authority for such forfeiture given. The words "service honest and faithful" or "service not honest and faithful" in the case may be used in the final statements. In case of death, books of deposit will be forwarded with the final statements to the Adjutant General, Washington, D. C.

NOTE 7.—Money amounts in all cases shall be written out in full, the writing to commence close to printed matter on left-hand side, and also expressed by figures in brackets.

NOTE 8.—The retained pay should be computed to include March 15, 1865, (Act approved March 16, 1865.) In case the retained pay is forfeited, the amount should not be stated under the head of "Due Soldier," but the remark "not entitled to retained pay" should appear, and the cause and authority for such forfeiture must be given in the "Remarks."

NOTE 9.—Stoppages for loss or damage done to arms or other public property must be noted.

NOTE 10.—Stoppages by sentence of a Court Martial, with a reference to the G. O., in the case, must be entered; also forfeitures for desertion, with reference to the G. O. promulgating sentence or pardon; or if the soldier has been a deserter at any time during his enlistment, it should be noted, with dates of desertion and apprehension or surrender, and the fact of forfeiture of retained pay.

NOTE 11.—In order to prevent payment on fraudulent discharge papers, the officer who prepares the final statements of a soldier will, shortly before his discharge, send to the chief paymaster of the department, or to the paymaster to whom the soldier may wish to apply for payment, a notification in his own handwriting, stating therein the date of last payment, and the amount paid, and the name of the soldier and his rank. The officer will also send the soldier's signature, if he be able to write his name, or report his inability to do so. This notification will not be given to the soldier, but will be sent by mail, so as to reach the paymaster before the soldier can report for payment. Paymasters will not pay discharged soldiers except when thus notified, unless satisfied of the genuineness of the discharge papers (and final statements) and the identity of the claimant.

NOTE 12.—When a soldier is discharged under such circumstances that he is not entitled to travel allowances, the officer signing his final statements will state on them: "This soldier is not entitled to travel allowances." In case of re-enlistment, when claimed from an enlisted man during which he completed five years' continuous service, the following notation will be placed on the final statements, "Completed five years' continuous service ..... 189 ..... Had ..... years", "..... months" prior service.

NOTE 13.—Final statements must show dates of absence without leave if any, in the first year of enlistment.

NOTE 14.—Final statements and descriptive lists of enlisted men on re-enlistment must state the date to which subsistence has been furnished, and whether subsistence while traveling home (and dates thereof) has been furnished.

NOTE 15.—Final statements must show amount due the United States for purchase of discharge to enable the enlisted man to make his final statement. See Circular 7, Part I, A. G. O. No. 1896.

NOTE 16.—When chief musicians, artificers, and wagoneers become such during their term of enlistment, final statements should show the dates of promotion and return to the ranks, that the accuracy as to retained pay may be determined.

NOTE 17.—*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That from and after the first day of July, eighteen hundred and ninety, the sum shall be retained from the pay of each enlisted man of the army the sum of four dollars per month of his monthly pay for the first year of his enlistment, and shall not be paid him until his discharge from the service, and shall be forfeited unless he serves honestly and faithfully his full term of enlistment. That the War shall determine what misconduct shall constitute a failure to render honest and faithful service within the meaning of this act; but no soldier who has deserted at any time during the term of his enlistment shall be deemed to have served such term honestly and faithfully.* *Passed, April, 1896.* That the amount retained from the monthly pay of enlisted men, in accordance with section one of this act and section twelve hundred and eighty-one and twelve hundred and eighty-two of the Revised Statutes, shall be treated as deposits, upon which interest shall be paid as provided to section thirteen hundred and five, section one hundred and six, section one hundred and thirty-three, and section one hundred and eight, of the Revised Statutes, stating to bears interest from the end of the year of the soldier's enlistment in which they shall have accrued.

Approved, June 16, 1890. Repealed, February 12, 1895.

NOTE 18.—Officers signing and certifying to the correctness of final statements must be held responsible for their accurate preparation, and also for discharging certain instructions made known to the Army regulations, orders, and notes on the blank forms. Officers responsible for overpayment on erroneous final statements will be required to refund the amounts overpaid.

NOTE 19.—This blank will be used for deceased soldiers as well as others.

Inventory of the effects of ..... late a. ...., of Captain ..... of the ..... Regiment of  
....., who died at ..... on the ..... day of ..... by reason of .....  
the ..... and was buried at ..... No. of grave.....

## INVENTORY.

ARTICLES.	NO.	ARTICLES.	NO.	ARTICLES.	NO.	MONEY.	Specie	Notes

I certify that the above Inventory comprises all the effects of ..... deceased, and that the effects are in the hands of ..... at ..... to be disposed of by a Council of Administration.

Station : .....

Date : .....

Commanding the .....

## DECEASED SOLDIERS.

A. R. 158. When a soldier is killed in action, or dies at any post, hospital, or station, it shall be the duty of his immediate commander to secure his effects and to prepare the inventory required by the 126th Article of War, according to prescribed form. Duplicates of the inventory, with final statements, will be forwarded direct to the Adjutant General of the Army. [A third copy of the inventory to be retained by the officer.]

Officers charged with the care of the effects of deceased soldiers are required to deliver the same, or the proceeds thereof, to the legal representatives of the deceased (127th Art. of War). If the effects are not claimed within thirty days, they are to be sold by a council of administration and the proceeds of the sale deposited with a paymaster (A. R. 159). The accounts of deceased soldiers are settled by the Auditor for the War Department, and the following is the relative order of heirship adopted by the Treasury Department, viz: (1) widow, (2) children, in equal share, (3) father, (4) mother, (5) brothers and sisters, in equal share. Officers are advised that in the cases of single men, it is a safe rule to dispose of the effects as prescribed in A. R. 150, and leave the responsibility of determining the *heirship* to the Treasury Department.—(Circular 27, A. G. O., 1897.)

A. R. 160. In all cases of sale by a council of administration, a detailed statement of the proceeds, duly certified by the council and commanding officer, will accompany the paymaster's receipt forwarded by the company commander to the Adjutant General of the Army. The statement will be indorsed: "Report of the proceeds of the effects of ..... , late of company ..... regiment of ..... , who died at ..... the ..... day of ..... , 1899."

## INVENTORY OF THE EFFECTS

OF

Late of .....

Reg't of .....

who died at .....

on the ..... day of ....., 1899

No. ----- Ration Return of -----		stationed at -----	
(A separate Ration Return must be made for each of the classes provided for in the first column hereon.)			
RETURN.		RATIONS REQUIRED, FOR THE FOLLOWING COMPUTATION:	
<i>Return for a Company, a Detach- ment, or a detachment of Hospital Corps and attendants:</i> Full strength of organization ----- Deduct for number— Sick in hospital, ----- On detached service ----- On furlough ----- Without leave ----- Absent sick ----- Detained by civil autho- rities ----- Rationed separately ----- Total deductions -----  <i>No. actually present for rations</i> -----  <i>Return for men rationed separately:</i> Number actually present who are rationed separately -----  <i>Return for the Sick in Hospital:</i> Number actually present sick in Hospital (Note 2) -----  <i>Return for Civil Employees:</i> Number authorized to draw rations ----- 		<b>ADDITIONS AND DEDUCTIONS.</b>  Number <b>actually present</b> for rations, per the preceding column -----  Number of days for which rations required, beginning— -----, 189 , and ending -----, 189 -----  Number of rations for the period -----  <b>Add for rations due men who joined after last issue</b> -----  Total -----  <b>Deduct for rations of men who left after last issue</b> -----  <b>Number of rations required on this return</b> -----   Last regular issue of rations included date of -----, 189 Joined after last regular issue of rations, with dates of joining: (Give name of men, or strength of detachment, etc.)   Total number of rations to be added -----  Left after last regular issue of rations without taking the rations with them, with dates of leaving: (Give names of men, or strength of detachment, etc.)   Total number of rations to be deducted -----  Persons who are rationed separately from their company, hospital, or organization: ----- 	
RATIONS.			

#### OTHER SUBSISTENCE STORES REQUIRED.

Where to be used, or by what Company, Troop, Battery, etc., required.	For Period		Number of Days Number of Ani- mals.	Flour for Paste for use in Tattoo Practice.	Vinegar for Public Animals.	Candles for Guards, Offices, etc.	Salt for Public Animals.	Lantern Candles for Stables.	Matches for Public Fires and Lights.
	Commencing—	Ending—							
	Rations.	Rations.							
Quantity.									

The Commissary will issue on the above return.

Reg't of

Comdg Post.

Reg't of

Comdg

#### NOTES.

1. Ration returns must call for rations for only those who are *actually present* with the organization, and should ordinarily be made for periods of not more than ten days at a time.
2. The sick in hospital will be returned for by the medical officer in charge on a ration return separate from the ration return for the detachment of the Hospital Corps and attendants.
3. When any considerable detachment of enlisted men leaves a post or command, the detachment commander is furnished by the commissary with a Ration Certificate (Form No. 41), giving the number of men and the organization to which they belong, and setting out to whom the rations have been issued, which ration certificate is presented to the commissary from whom rations are next drawn, who files it with his Abstract of Issues (Form No. 40). Employees entitled to rations as when detached, furnished with Ration Certificates (Form No. 41).
4. When a person entitled to rations leaves an organization, or is ordered to travel with travel rations, the rations issued to him for any period beyond the date of his leaving and not taken with him, are deducted on the next ration return of the organization. The name of the person, with a statement of facts, is entered on the ration return.
5. When ration returns are made for a few persons separately from the company, hospital, or organization to which they belong, the names of such persons will be written on the ration return.
6. Ration returns called for four or more days, and entries for men and animals for offices, lantern candles for stables, and matches for lighting public fires and lights, must be signed by the officer in charge of the rifle range, gun stable, headquarters office, etc., and issued orders by the commanding officer, who will determine whether the whole or only part of the allowance shall be issued. The number of animals and the period for which salt and vinegar issued will be stated on the ration return and entered on the Abstract of Issues (Form No. 40).
7. Every ration return upon which issues have been made must be entered on the Abstract of Issues (Form No. 40).

ARTICLES.	Issues on within Return.	Memorandum of Savings left with Commissary.
[Enter the number and sizes of cans of canned articles issued.]	Rations.	Quantities.
Pork .....	..... lbs.	
Bacon .....	..... lbs.	
Fresh Beef .....	..... lbs.	
Mutton .....	..... lbs.	
Fresh Beef, canned .....	None.	
Corned Beef, canned .....	None.	
Fish .....	..... lbs.	
Flour .....	..... lbs.	
Hard Bread .....	..... lbs.	
Corn Meal .....	..... lbs.	
Beans .....	..... lbs.	
Baked Beans, canned .....	None.	
Peas .....	..... lbs.	
Rice .....	..... lbs.	
Hominy .....	..... lbs.	
Potatoes .....	None.	
Onions .....	None.	
.....	.....	.....
Coffee .....	..... lbs.	
Tea .....	..... lbs.	
Sugar .....	..... lbs.	
Vinegar .....	..... gals.	
Candles .....	..... lbs.	
Soap .....	..... lbs.	
Salt .....	..... lbs.	
Pepper .....	..... lbs.	
Baking Powder .....	None.	
.....	.....	.....
	Issued for Period:	
	Commenc- ing—	Ending—
	Quantity.	
Flour for Paste .....	.....	rations
Vinegar for Animals .....	.....	rations
Candles for Guards, etc. ....	.....	rations
Salt for Animals .....	.....	rations
Lantern Candles .....	.....	pounds
Matches .....	.....	boxes

Note.—The articles issued and the quantities left for Savings will be entered by the issuing commissary in the proper columns above at the time the issues are made. (See A. R. 1233, 1234, and 1235.)

# RATION RETURN

OF

FOR THE PERIOD FROM

day of .....

TO

day of ..... 189

1. The full strength of the organization on the first day of the period covered by the return should be shown in the first column. The details there given are intended for use by the post commander in *checking from the morning report the accuracy of the return* before ordering the issue.

2. The computation on which the number of rations to be issued is based is as follows: "The number of men in the organization minus the number of men who have left the organization since the last regular issue for rations, as shown by the first column. This number multiplied by the number of days embraced in the ration period, gives the "number of rations for the period." To this number must be added the number of rations due the organization on account of men who joined after the last regular issue, failing which the number of men present should be deducted the number of rations for men included in the last issue who left the organization after that issue had been made without taking their rations with them (shown by the third column), the difference being the "Number of rations required on this return."

3. Next should be entered the latest date which was included in the last ration return; and it then shows what men or detachments joined after that date for whom rations were not included in that return, from what stations they joined, and the dates of their joining, with the number of rations due on account of each entered in the final column. Thus, if the ration period of the last regular return was from January 11 to January 20, the entries of additions would be made on the ration return for the period from January 21 to January 31, in the following manner:

Sergeant Wolf, from D. S., January 18, .....	6
Corporal Jones, from furlough, January 12, .....	9
Private Anderson, from sick in Hospital, January 19, .....	2
Detachment 15 men, Co. C., 15th Inf., from D. S., Jan. 18, .....	45

Total number of rations to be added ..... 62

Next should be entered those who left after the last regular issue without carrying rations with them, with the dates of leaving, and with the number of rations left behind by each entered to the final column, thus:

Corporal Young, on furlough, January 14 .....	7
Private Brown, on D. S., January 16 .....	5
Private Horn, for hospital, January 18 .....	3
Detachment 5 men, Co. C., 15th Inf., on D. S., January 17, .....	45
(See Ret. 4) .....	—

Total number of rations to be deducted ..... 60

These additions and deductions must be entered in detail on the back of the Abstract of Issues (Form No. 40).

4. Finally, for the information of the post commander, the names of those persons of the organization who are rationed separately from those whose rations are sent to the company kitchen must be entered at the bottom of the third and final column.

5. On another fold, headed "Issues and Memorandum of Savings," shows, under the subhead "Issues," the total authorized number of rations of each article to be charged against the organization as issued to it for the period covered by the return. The entries in this column are *those which are carried in the Abstract of Issues (Form No. 40)*. The entries in the second heading, "Memorandum of Savings," show the quantity of each article left by the organization in the commissary storehouse as not wanted for consumption, and for which the money value will be claimed by it as "Savings" when settlement comes to be made. The entries in this column are to be used for verifying the vouchers for "savings" when presented.

6. At a post where a general mess is established, regular ration returns must be made out in accordance with the above instructions by the commanding officers of the several organizations which participate in the mess. The aggregate number of rations to be issued by the commandant to be issued for the several organizations participating in the mess (not including "Sick in hospital," who must be issued to on separate returns and so reported on the Abstract of Issues) may be entered on the outer fold of a separate ration return, and the ration return of the organization included in it as a part of the aggregate return. The Abstract of Issues, the names of the organizations, the strength of each, and the period, should be entered in the proper columns, the necessary information as to additions, deductions, etc., being also given as to each.

### Estimate of Clothing and Equipage required for

by..... for the period commencing....., 189 , and ending....., 189 .

## CLOTHING.

I certify that the foregoing estimate is correct, and that the articles specified are absolutely requisite for the public service.

Post:

APPROVED:

ESTIMATE

OF

## Clothing and Equipage

Required for.....

By.....

For the period commencing.....19

and ending.....19

1

This blank form is to be used by Troop, Battery, Company, and Post Detachment Commanders, upon which to make their estimates for the prescribed periodical supply of Clothing and Equipage; single copy only is required.

It is also to be used for the same purpose by Officers of the Recruiting Service and of Ordnance Detachments, as well as in cases where the quantities of clothing and equipage supplied on periodical estimates prove inadequate, except where only a few kinds of articles are required, when the blank form provided for "Special Requisitions" may be used; to be in duplicate and forwarded through proper channels to the Quartermaster General. A press copy to be retained by the officer.

In all cases the ACTUAL quantities on hand of the articles called for should be stated.

NUMBER OF EACH GRADE.	ORGANIZATION.										TOTAL.
	Ordnance Sergeants.	Ordnance Staff.	Post Quartermaster Sergeants.	Hospital Sergeants.	Active Hospital Servicemen.	Private Hospital Guards.	Active Hospital Servicemen.	Engineers.	Cavalry.	Air Force.	
Non-commissioned Staff .....											
First Sergeants .....											
Sergeants .....											
Corporals .....											
Musicians .....											
Privates .....											
Total .....											

## Schedule of Clothing and Material required for issue to the enlisted men of

Regiment of

Stationed at ..... during the ..... Quarter, Fiscal Year 19 ..... The number of the articles required for each man to be written in black ink opposite his name, with the size required noted in red ink.

NAME AND DESIGNATION OF THE SOLDIER.	BLOUSES.		CAPS, ETC. MADE-	COATS, UNIFORM.		Dolls. Cts.	SIGNATURES OF SOLDIERS.			
	Size 1.			Size 8.						
	Size 1.	Size 2.		Size 1.	Size 2.					
	Blankets, woolen.									
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
Total Issued . . . . .										
Aggregate Value . . . . .	\$ Cts.									

Examined and approved:

Commanding.

I certify the above to be a correct schedule of the clothing and materials that, according to the regulation allowances, will be required for the troops therein specified for the period stated.

Date.....

I certify that the articles above specified have been issued to the men named, and that the money value of each article stated herein is correct.

Quartermaster, U. S. A.

WITNESS.

The signature of the witnessing officer is regarded as his certificate that he witnessed in each case the issue of the clothing to the soldier; and that the amount of money whose name appears on this schedule, is equal to the total money value of all the articles issued, and carried to abstract, to agree exactly with the aggregate value of the issues to individuals.

6

I  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15

SCHEDULE

OF

CLOTHING AND MATERIALS

Required for Issue to Enlisted Men of

BY

*In the* \_\_\_\_\_ Quarter, F. Y. 19

The requirements of A. R. 1178 should be carefully observed.

Blank spaces under column headings of schedule will be filled by ruled horizontal lines.

This schedule will be filed with records of company or detachment.

**SPECIAL REQUISITION FOR CLOTHING AND EQUIPAGE.**

Date \_\_\_\_\_

19

Voucher No. ...., Quarter....., 189 ..

**SPECIAL REQUISITION**

FOR

**CLOTHING AND EQUIPAGE.**

NUMBER OF EACH GRADE.	ORGANIZATION.	TOTAL.						
			Non-commissioned Staff	First Sergeants	Sergeants	Musicians	Privatea	Total
	Ordnance Sergeants.							
	Commissary Sergeants.							
	Post Quartermaster Sergeants.							
	Hospital Stewards.							
	Acting Hospital Stewards.							
	Privates Hospital Corps.							
	Engineers.							
	Ordnance.							
	Cavalry.							
	Light Artillery.							
	Foot Artillery.							
	Infantry.							
	Signal Corps.							

This blank form is to be used by Troop, Battery, Company, and Detachment Commanders in making special requisitions for clothing and equipage upon Post Quartermasters, at such times and for such quantities as may be required.

To be made in duplicate, one copy to be retained by the officer who issues the property, and the other to be sent to the Quartermaster General at the end of the quarter with his return of clothing and equipage.

I certify that the above requisition is correct, and that the articles specified are absolutely requisite for the public service, rendered so by the following circumstances:

....., U. S. Army,  
Quartermaster .....

Commanding.

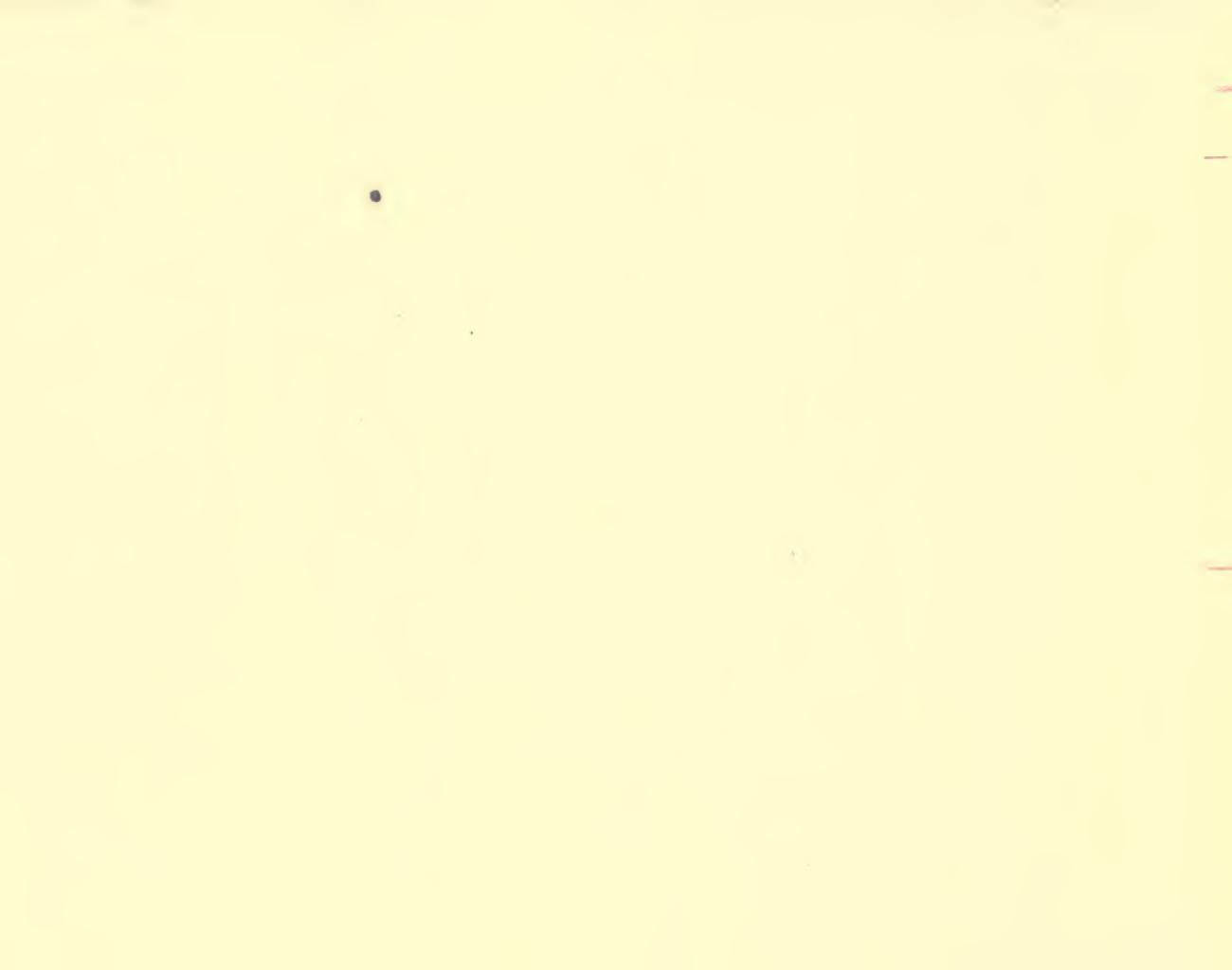
RECEIVED at....., the ..... day of ....., 19 .....,  
of .....

Quartermaster ....., U. S. Army,  
Quartermaster ....., U. S. Army,

will issue the articles specified in the above requisition.

In full of the above requisition.

(SIGNED IN DUPLICATE.)



**Invoice** of ..... transferred this .....  
day of ..... , 19 ....., to .....  
Quartermaster ..... United States Army, at .....  
for transportation and delivery to .....  
U. S. Army, at .....

# INVOICE OF SUPPLIES TRANSFERRED

to.....

by.....

on the....., day of....., 19.....

FOR TRANSPORTATION TO

AT

---

To be in duplicate: both copies to be signed by the Officer who turns over the stores, and to be handed to the Quartermaster who receives them for transportation who will give duplicate receipts therefor.

## **AMERICAN** OF ORDNANCE AND ORDNANCE STORES turned over by

on the ..... day of ..... at .....

in millions to

(See notes on cuttings.)

**¶** **RENTAL** that the above is a correct invoice of Ordnance and Ordnance Stores turned over by me

This is a sample page from the book "The Art of War" by Sun Tzu.

(IN DUPLICATE)

## INVOICE OF STORES

TURNED OVER

By.....

On the..... day of ..... : ..... 19

Received..... day of ..... 19

## OFFICERS INVOICING ORDNANCE STORES SHOULD OBSERVE :

That all issues or transfers of Ordnance property must be made in pursuance of *proper authority*.  
 This authority may be as follows:

1. An order for supplies given by the Chief of Ordnance, Washington, D. C.
2. A requisition duly approved as required by paragraph 113, Ordnance Property Regulations.
3. A direct order given by a superior officer to transfer of property.
4. An order which, from its nature, involves a transfer of certain stores.

In all cases an officer making use of this blank must insert, after the words "in obedience to," at the head of the Invoice, the order or authority under which the issue is made.

If an order for supplies, give its number and the year; if a requisition, say "the requisition of .....

..... of ..... 19 .....

If an order, state whose order, when and where given.

*No issue will be considered valid unless the authority is given as here directed.*

---

\* Where there are not a sufficient number of vouchers to render an abstract necessary, draw a pen through the word "ABSTRACT." In all cases number the vouchers in the order of the dates of reception, as above noted in the indorsement.

For Issue or Transfers of Ordnance Stores.

RECEIVED AT.....this ..... day of ..... 19  
of ..... the following Ordnance and Ordnance Stores, as  
per invoice dated the ..... day of ..... 19

the QM

(IN DUPLICATE.)

## RECEIPT FOR ISSUES TO

.....  
.....  
.....  
on the ..... day of ..... 19

AS PER INVOICE DATED

the ..... day of ..... 19

DATE	HOW EXPENDED.	CLASS VIII.—METALLIC AMMUNITION.		MISCELLANEOUS.
		Rifle Ball Cartridges, caliber .30.	Carbine Ball Cartridge*, caliber .30	
10	In practice firing .....	.....	Carbine Ball Cartridge*, caliber .30	
	In gallery practice.....	.....	Revolver Ball Cartridges, caliber .38.	
	In hunting .....	.....	Rifle and Carbine Blank Cartridges, caliber .....	
	In action at.....	.....	Revolver Blank Cartridges,	
	In the repair of arms.....	.....	Cartridge Primers.	
	In the repair of equipments..	.....	Small Arms Powder, lbs.	
	TOTAL EXPENDED .....	.....		

I certify on honor that the above abstract is correct, and that the stores have been expended for the purposes stated.

NOTES. No other stores than ammunition and materials can be expended on this abstract.  
Give letter of Company, the Regiment, and arm of service.  
If more headings are required, gum a piece of paper on the right-hand edge, ruled in conformity with this sheet.

Commanding.

NO. ....

ABSTRACT OF EXPENDITURES.

Co. .... Reg't.....

Quarter ended..... 19

QUARTERLY RETURN  
OF

Ordnance and Ordnance Stores

RECEIVED, ISSUED, AND REMAINING ON HAND

IN

Co. .... Regiment .....

COMMANDED BY

DURING

*the Quarter ended* 19

\* \* \* "Every officer of the Ordnance Department, every ordnance storekeeper, every post ordnance sergeant, each keeper of magazines, arsenals, and armories, every assistant and deputy of such, and all other officers, agents, and persons who shall have received or may be intrusted with any stores or supplies, shall quarterly, or oftener if so directed, and in such manner and on such forms as may be directed or prescribed by the Chief of Ordnance, make true and correct returns to the Chief of Ordnance of all ordnance arms, ordnance stores, and all other supplies and property of every kind, received by or intrusted to them and each of them, or which may in any manner come into their and each of their possession and charge." \* \* \* Section 167, Revised Statutes of the United States.

DIRECTIONS FOR MAKING AND TRANSMITTING  
THIS RETURN.

Before proceeding to fill up this form, read carefully the notes on the first page, below the indorsement, as also the "Ordnance Property Regulations."

Mail with the ORIGINAL FOR THE ORDNANCE DEPARTMENT one complete set of vouchers as above numbered, within twenty days after the expiration of the quarter for which the Return is made.

Keep with the DUPLICATE TO BE RETAINED one complete set of vouchers—exact duplicates of those sent with the "Original."

If officers have neglected to make Returns for past quarter, correct Returns for each should be made out before commencing that for the current quarter.

All officers stationed east of the Rocky Mountains, who are accountable for Ordnance Stores, whose Returns fail to reach the Ordnance Office within sixty days from the termination of the quarter for which they are due, and who cannot furnish a reasonable excuse for the delay, are now reported to the Secretary of War for a *stoppage of their pay* until the proper Return is made.



Send the Return and all papers connected with it to "The Chief of Ordnance, U. S. Army,"

DIRECT, in ONE PACKAGE.

ALL COMPANY OFFICERS HAVING ORDNANCE STORES TO ACCOUNT FOR SHOULD OBSERVE—

- That each officer's accountability commences from the day he took command of the company; he is to make returns for his own accountability only, and is not held responsible for that of *any other person*.
- That the account of property rendered in this Return must invariably be closed at the end of the official quarter viz.: 31st March, 30th June, 30th September, and 31st December of each year, except where officers, by reason of leaving the service, or being transferred to a new station or command, desire to close their accountability between those dates, in which case it will terminate at the date the *balance on hand was transferred to another person*.
- That it must be clearly stated how the stores with which the United States is credited came into the possession of the officer—whether brought forward from the last Return, received on an invoice from another person, taken up by virtue of an inventory made by a Board of Survey, or on a certified statement made by the officer himself.
- That every issue to another person must be made in compliance with *bearer authority*, a copy of the order or requisition being furnished, and the issue attested by the *receipt of that person*. Where this cannot be obtained, a *certified memo* of the stores which were issued must be filed as a voucher, with a statement showing why the receipt could not be obtained.
- Nothing can be *condemned* and *dropped*, except by authority of a regularly authorized Inspector.
- Nothing but ammunition, parts of arms, and material for repairs can be expended, and these only in such quantities as the necessities of the case will warrant.
- Statements of *losses or damage* should be supported by the report of a Board of Survey; if the certificate of the officer accountable is filed, it should be supported by any corroborative evidence which can be obtained, such as the certificates of other officers, orders of a superior, or the affidavits of enlisted men or citizens.
- In short, every transaction noted on the Return must be supported by *proper vouchers*, which are the legal evidences of the correctness of the statements made.
- The Return is signed with *full name and official title*, and that it is done *legibly*; that the station and date are inserted in the proper place when the Return is finished and signed, and that the *P. O. address of the station* is given.
- Give the maximum strength of the Company.
- In cases where the term *carries or assortes* is appended to the designation of any tool or other article, all the stores of that name will be entered under that specified heading; for instance, under the heading *avuls*, *parties*, will be entered all the kinds which heretofore have been entered separately, as awis, hand avuls, peg awis, stub awis, patent handle, etc., etc.; so, also, in the case of chisels, files, hammers, etc., etc.
- If there should be more articles of ordnance property on hand than headings have been provided for on this blank, they can be entered on the blank sheet, which will be furnished by the Chief of Ordnance on application, and which will be pasted in under the proper classes.

The printed headings on this blank MUST NOT be ERASED, ADDED to, INTERLINED, or in ANY WAY CHANGED.

Quarterly Return of Ordnance and Ordnance Stores received, issued, and remaining on hand in Co. .... Regt. .... for the period ended .....

19

DATE 19	NUMBER OF VOUCHERS.	QUARTER, 19	Magazine Rifles, caliber .30.	Springfield Rifles, caliber .45.	Gunsalts.	Haversacks.	Canteens.	Canteen Straps.	Meat cans.	Tin cans.	Kilves.	Forks.	Spoons.	Waistbelts.	Waist Belt Plates.	Rifle Ball Cartridges, Cal. .30.	Rifle Ball Cartridges, Cal. .45.
		On hand from last Return.....															
		Taken up, as per.....															
		Received from.....															
		TOTAL TO BE ACCOUNTED FOR.....															
		Issued to.....															
		Condemned and dropped by order of.....															
		Expended, as per Abstract.....															
		Lost or destroyed, as per.....															
		Charged on Muster and Pay Rolls, as per Statement.....															
		TOTAL ISSUED AND EXPENDED.....															
		REMAINING ON HAND TO BE ACCOUNTED FOR ON NEXT RETURN.....															

### GIVE SPECIAL ATTENTION TO THE FOLLOWING, VIZ:

1. The printed headings for *Rifles* are intended for complete rifles—*i. e.*, for rifles with bayonets.
2. Bayonets, *extra* (*i. e.*, such as form no part of the “complete rifles”), are accounted for on pages 13 and 18.
3. When bayonets become unserviceable or are lost, the rifles thus rendered *incomplete* are indicated by *footnote* as so many rifles *without* bayonets.
4. All stores of the same kind, although differing in price, pattern, or model, must be accounted for under one heading; and printed headings must not be erased, interlined, or added to, or in any way changed.
5. Stores for which there may be no printed headings are taken up and reported under *manuscript headings*. In this connection a close observance of their proper classification is enjoined.

I CERTIFY that the foregoing Return exhibits a correct statement of the public property in my charge during the period ended ....., and that the maximum strength of the company during the period was ..... enlisted men.

STATION.....

19

Post-office address of the station.....





UNIVERSITY OF CALIFORNIA LIBRARY  
BERKELEY

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STAMPED BELOW

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50c per volume after the third day overdue, increasing  
to \$1.00 per volume after the sixtieth day. Books not  
demanded may be renewed if application is made before  
expiration of loan period.

OCT 29 1918

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ardman, J. U.S. volunteer service unit.	
ct. 29, '18	Canelis <del>20/36/1918</del>

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